

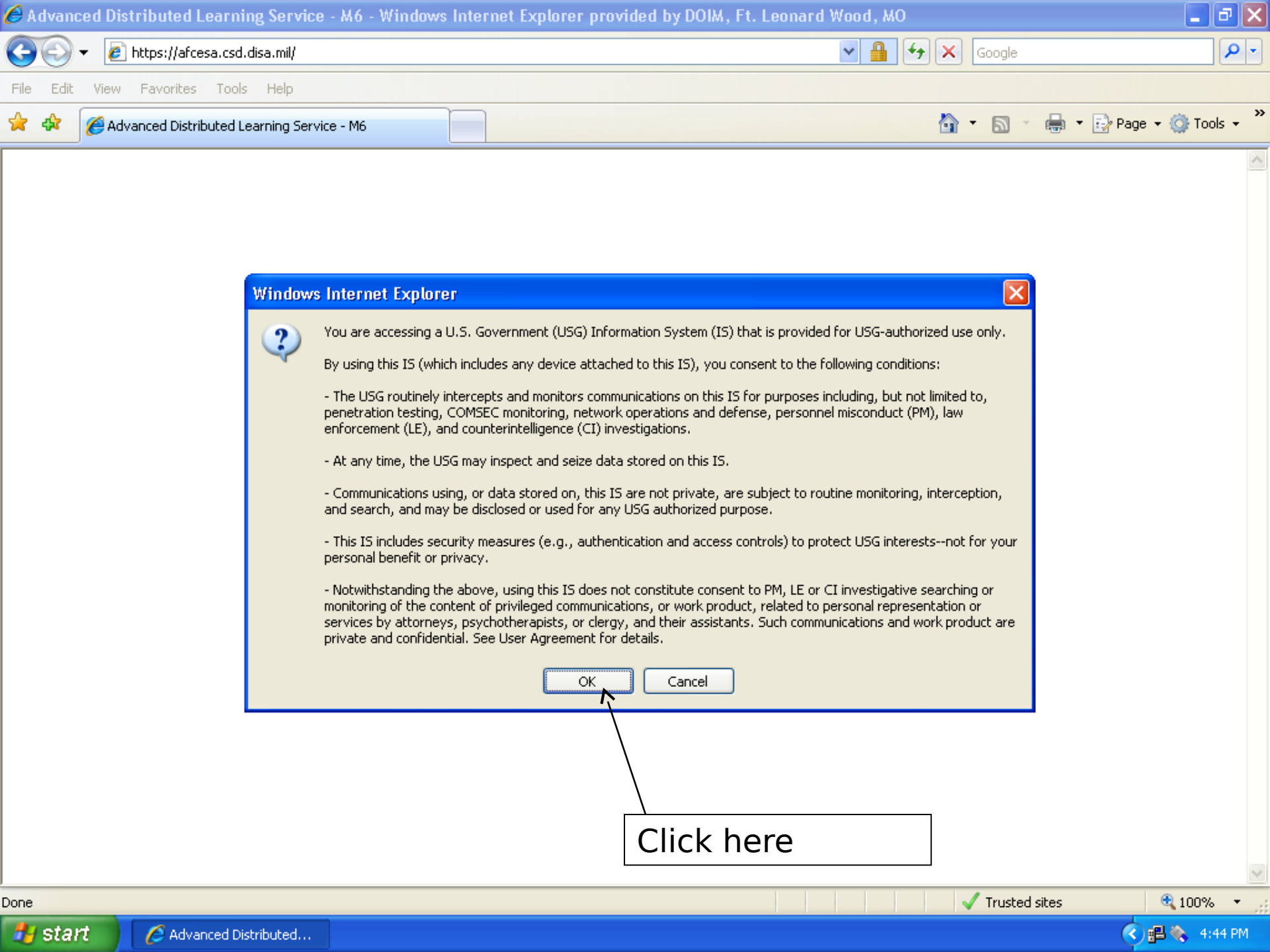
Instructions on how to find the USAF “Hazmat Awareness Level” training online

Start by going to the following link:

<https://afcesa.csd.disa.mil/>

When you do you should see what is on the next slide.

Note: You will need high speed internet



Windows Internet Explorer



You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

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Home

VLC Orientation

VLC Registration

System Requirements

Support Desk



Click on VLC Registration

Login ID:

Password:

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Air Force Civil Engineer Support Agency

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If you have any comments, questions or concerns regarding this site, please contact AFCESA Help Desk at AFCESA.vlc@tyndall.af.mil or contact us at DSN: 523-2779 or Commercial 850-283-2779.

ANYTIME  ANYWHERE

Civil Engineer

[Home](#)[VLC Orientation](#)[VLC Registration](#)[System Requirements](#)[Support Desk](#)

This site is for use by current members of the DoD community ONLY.

Your information is secure and will be stored for unique ID purposes only!

To access this web site, you must first be authenticated as an authorized user. The information you enter below is encrypted and sent to the Department of Defense agency and matched against up-to-date DoD personnel information.

VLC Registration

AFCESA VLC

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ANYTIME  ANYWHERE

At this point you will need to add SSN, Last Name, & DOB below to start the registration process. The next page you will get will require you to enter a lot of info. Put yourself down as U.S. Army.

SSN: Last Name: Date of Birth:

Click [Further Information](#) for categories of authorized users.

Civil Engineer Virtual Learning Center

Home VLC Orientation **VLC Registration** System Requirements Support Desk

Establish Login & Password

To begin registration, type a Login ID and Password. You will enter these each time you access the site. Your Login ID should consist of at least four letters and/or numbers. Your password is case-sensitive and MUST contain all of the following:

- Upper-case
- Lower-case
- Special character
(excluding _ - + = or quote of any type)
- Number

Login ID:

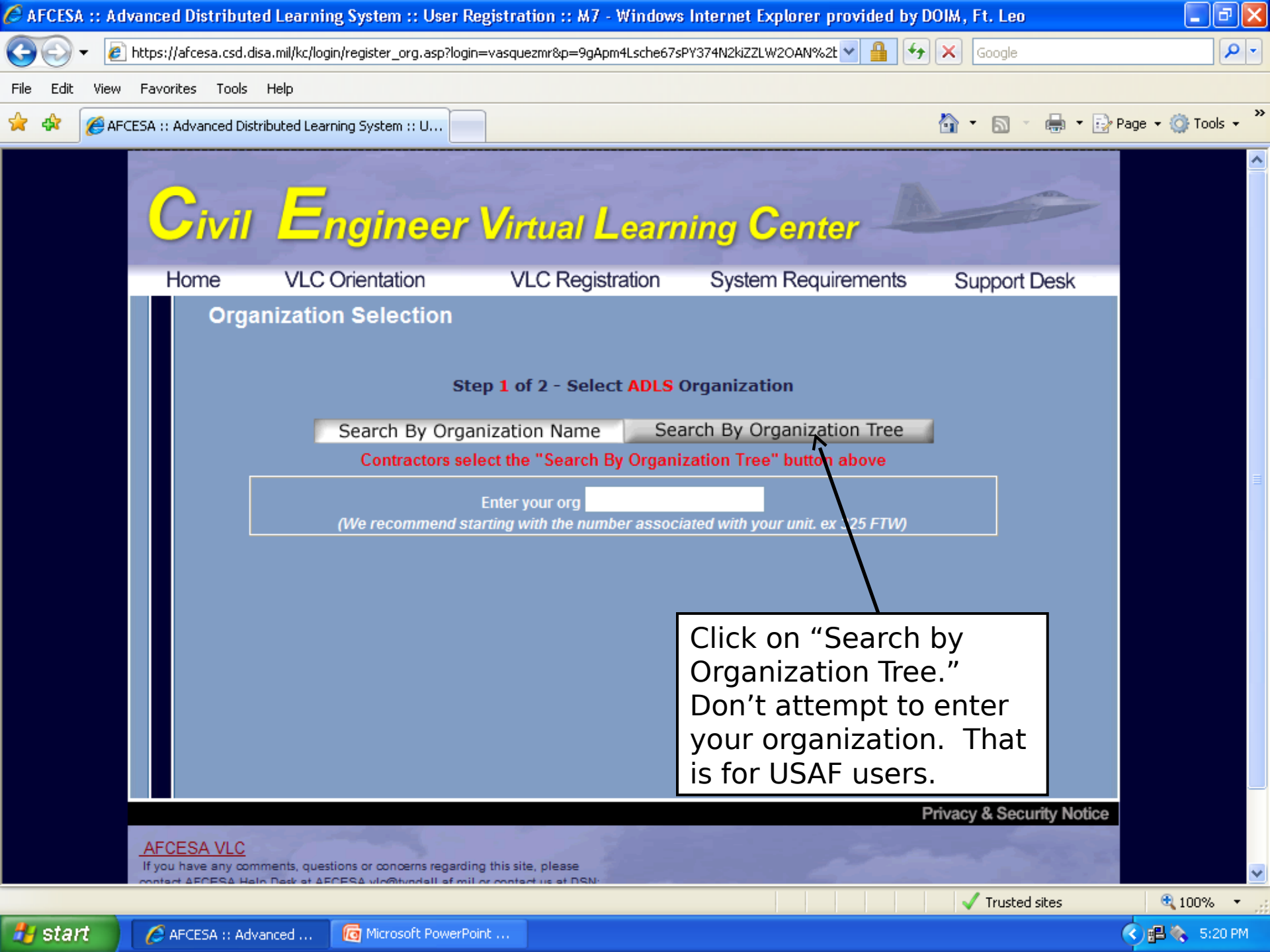
Password:

Confirm Password:

Submit

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Now you need to create a User Name and Password. Create a name you will remember and the same with the password. Although they say you shouldn't, I recommend writing it down and storing it in a place you will remember. An example of an acceptable password to meet the above requirements would be "IMNerd!!01" Click "Submit" when done.



Civil Engineer Virtual Learning Center

Home VLC Orientation VLC Registration System Requirements Support Desk

Organization Selection

Step 1 of 2 - Select **ADLS** Organization

Search By Organization Name

Search By Organization Tree

Contractors select the "Search By Organization Tree" button above

Enter your org

(We recommend starting with the number associated with your unit. ex: 25 FTW)

Click on "Search by Organization Tree."
Don't attempt to enter your organization. That is for USAF users.

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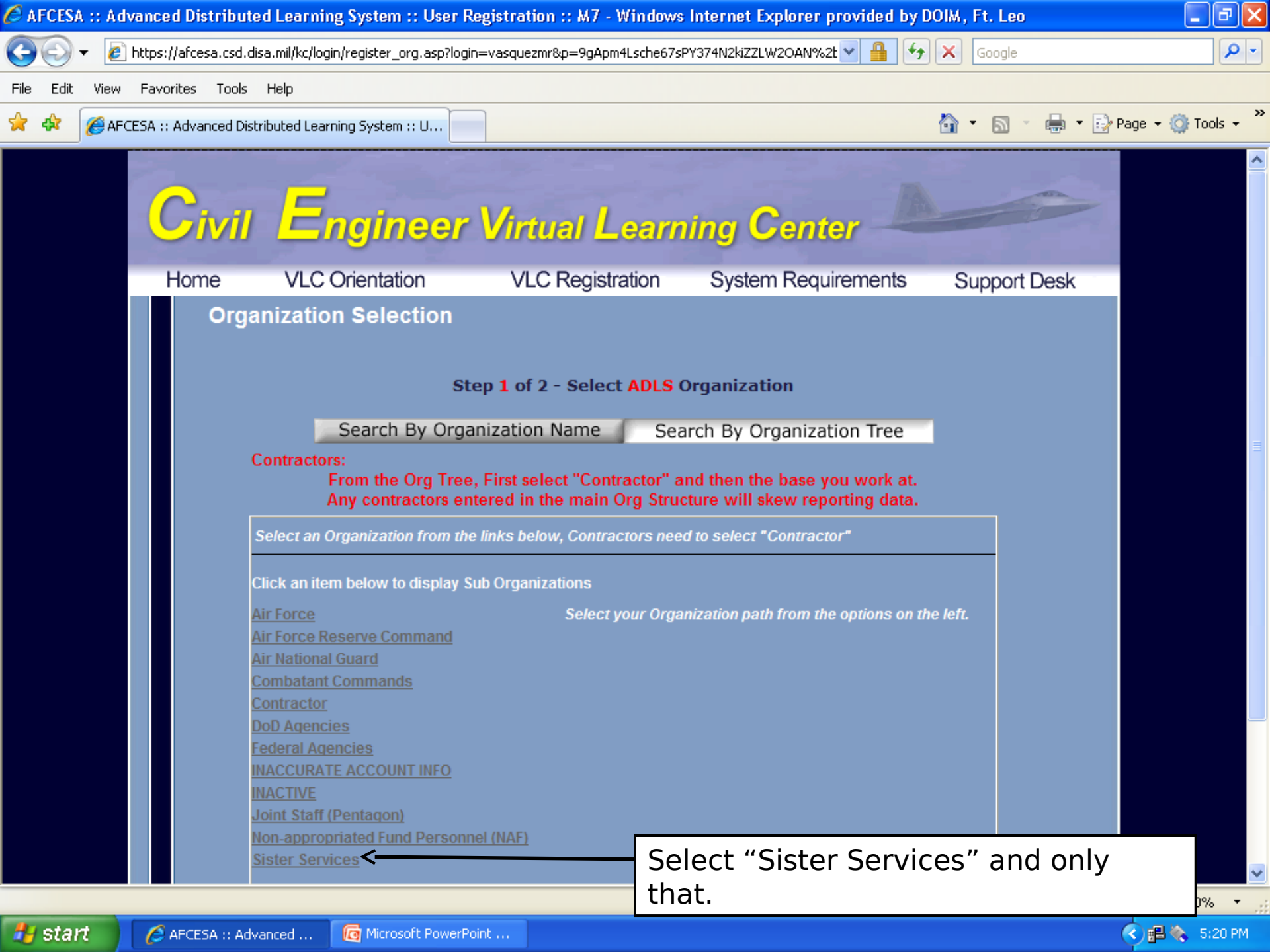
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Home VLC Orientation VLC Registration System Requirements Support Desk

Organization Selection

Step 1 of 2 - Select **ADLS** Organization

Search By Organization Name

Search By Organization Tree

Contractors:

From the Org Tree, First select "Contractor" and then the base you work at.
Any contractors entered in the main Org Structure will skew reporting data.

Select an Organization from the links below, Contractors need to select "Contractor"

Click an item below to display Sub Organizations

Select your Organization path from the options on the left.

[Air Force](#)

[Air Force Reserve Command](#)

[Air National Guard](#)

[Combatant Commands](#)

[Contractor](#)

[DoD Agencies](#)

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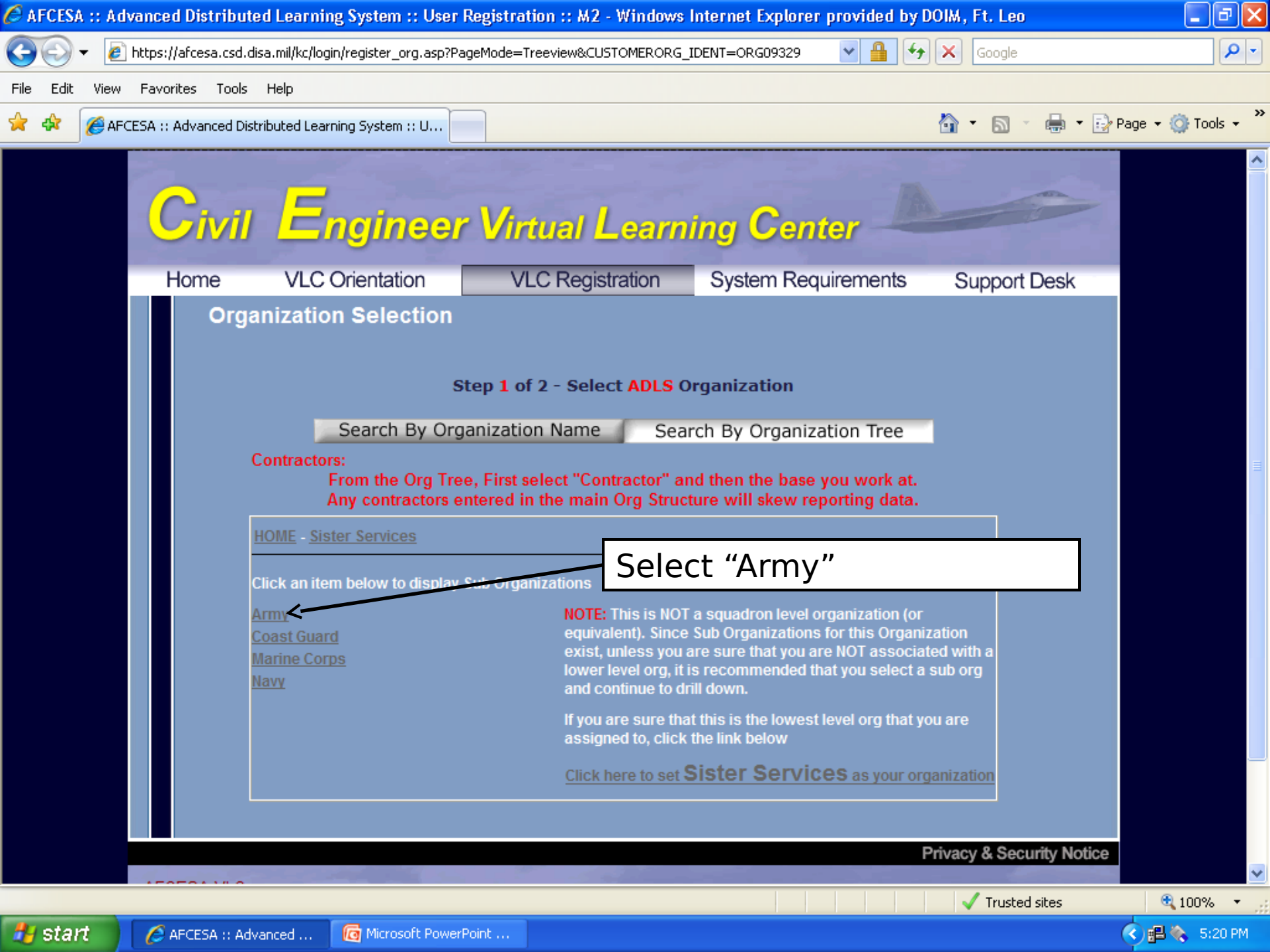
[INACTIVE](#)

[Joint Staff \(Pentagon\)](#)

[Non-appropriated Fund Personnel \(NAF\)](#)

[Sister Services](#)

Select "Sister Services" and only that.



Civil Engineer Virtual Learning Center

[Home](#)[VLC Orientation](#)[VLC Registration](#)[System Requirements](#)[Support Desk](#)

Organization Selection

Step 1 of 2 - Select **ADLS** Organization

[Search By Organization Name](#)[Search By Organization Tree](#)

Contractors:

From the Org Tree, First select "Contractor" and then the base you work at.
Any contractors entered in the main Org Structure will skew reporting data.

[HOME - Sister Services](#)

Click an item below to display Sub Organizations

[Army](#)[Coast Guard](#)[Marine Corps](#)[Navy](#)

Select "Army"

NOTE: This is NOT a squadron level organization (or equivalent). Since Sub Organizations for this Organization exist, unless you are sure that you are NOT associated with a lower level org, it is recommended that you select a sub org and continue to drill down.

If you are sure that this is the lowest level org that you are assigned to, click the link below

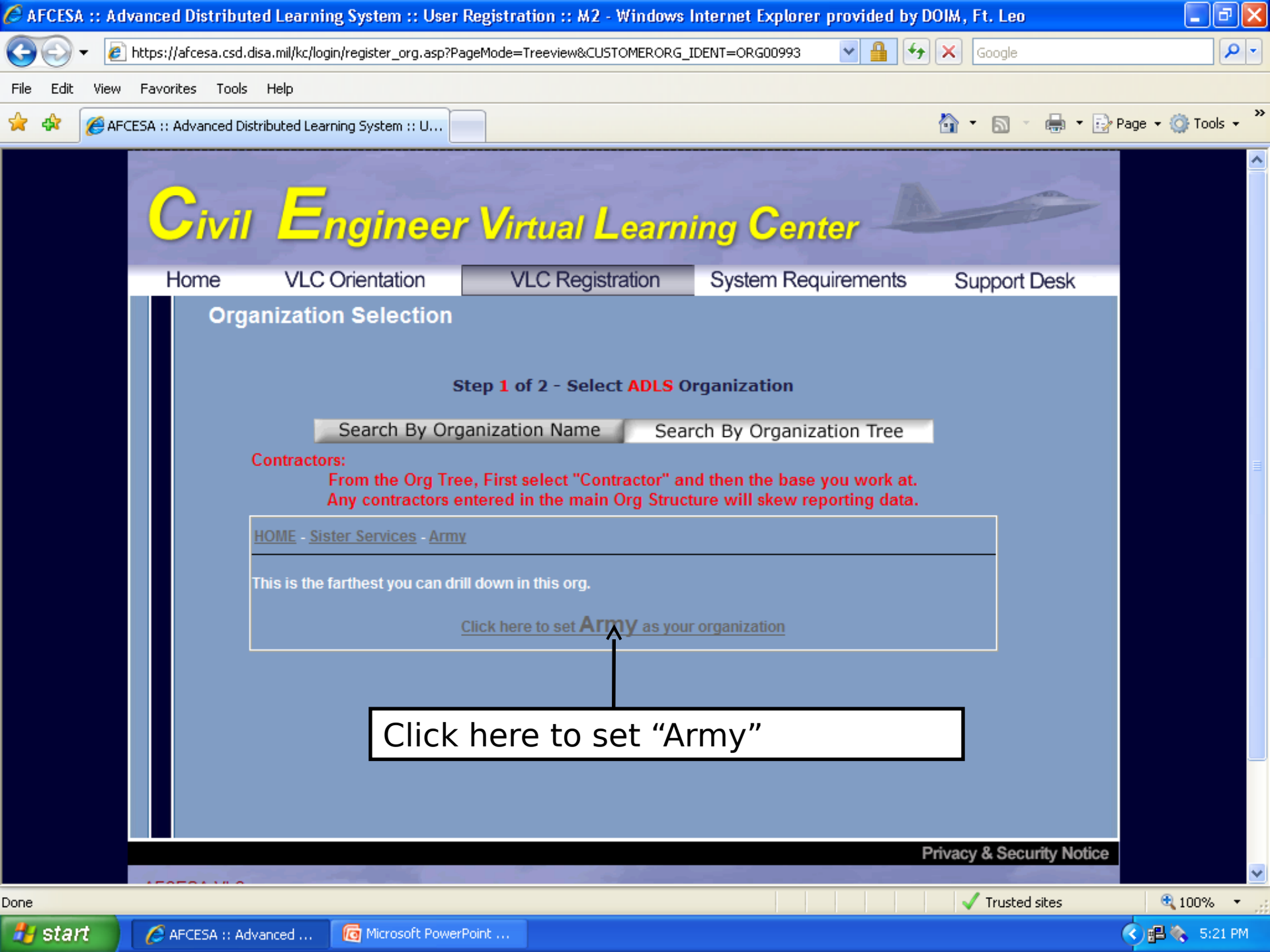
[Click here to set **Sister Services** as your organization](#)

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Civil Engineer Virtual Learning Center

Home

VLC Orientation

VLC Registration

System Requirements

Support Desk

Organization Selection

Step 1 of 2 - Select **ADLS** Organization

Search By Organization Name

Search By Organization Tree

Contractors:

From the Org Tree, First select "Contractor" and then the base you work at.
Any contractors entered in the main Org Structure will skew reporting data.

HOME - Sister Services - Army

This is the farthest you can drill down in this org.

Click here to set **Army** as your organization

Click here to set "Army"

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Done

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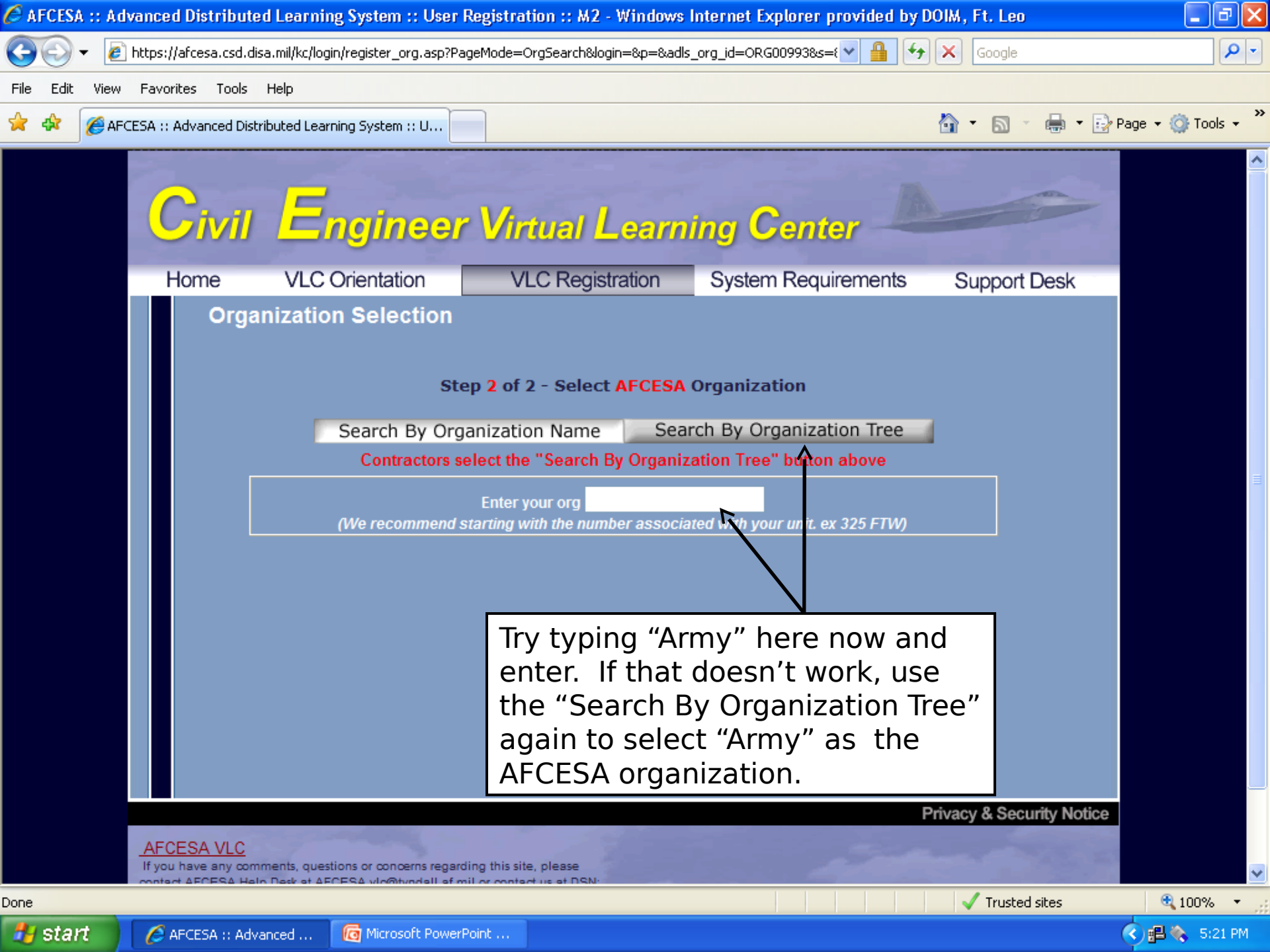
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AFCESA :: Advanced ...

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5:21 PM



Civil Engineer Virtual Learning Center

Home

VLC Orientation

VLC Registration

System Requirements

Support Desk

Organization Selection

Step 2 of 2 - Select **AFCESA** Organization

Search By Organization Name

Search By Organization Tree

Contractors select the "Search By Organization Tree" button above

Enter your org

(We recommend starting with the number associated with your unit, ex 325 FTW)

Try typing "Army" here now and enter. If that doesn't work, use the "Search By Organization Tree" again to select "Army" as the AFCESA organization.

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Support Desk

Select One

Select One

Select One

--- OR ---

Select One

You should be at this page by now. Fill it out as best you can. Use your AKO address as you primary one. Under “Base” you can use Ft. Leonard Wood if you can’t come up with anything else. However, you can just use your home address in the next block down.



Complete filling out the this page as best you can. When you are done, click on "Submit" and it should indicate you have been successful in registering. At this point you need to go to the "Home" page at <https://afcesa.csd.disa.mil/> to log in.

AFCESA Distributed Learning Service :: Login :: M6 - Windows Internet Explorer provided by DOIM, Ft. Leonard Wood, MO

https://afcesa.csd.disa.mil/kc/login/login.asp

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HomeVLC OrientationVLC RegistrationSystem RequirementsSupport Desk



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Now log on using the User Name and Password you created at the start and click "Enter into VLC."

start

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Welcome
Course List
My Profile
My Transcript
My Training
Support Desk
FAQs
Surveys
Teaming Center
Administration
System Requirements
User Directory
Library
Tutorials
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






COURSE LIST

Topic: All Keywords: All Words 

Welcome to the AFCESA online course catalog. To search the course catalog, enter the [search criteria](#) and then click **Search**. To view information on a course, click on the Information icon . To enroll in an online course, click on the course title. To enroll in an online section or a classroom course, click the Information icon  to display the section list and then click the Enroll link next to the section in which you wish to enroll.

Note: If the section you wish to enroll is full, you may click the Waitlist link to be added to the waiting list for the course. When a space

217 record(s) found.

- 8  3E0X1 - Electrical Systems
- 8  3E0X2 - Electrical Power Production
- 10  3E1X1 - HVAC/R
- 25  3E2X1 - Pavement and Construction Equipment
- 16  3E3X1 - Structural
- 8  3E4X1 - Utilities Systems
- 5  3E4X2 - Liquid Fuel Systems Maintenance
- 3  3E4X3 - Pest Management
- 7  3E5X1 - Engineering

Scroll down until you
see "Fire Protection"

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MY ETR

Glossary

Feedback

Notepad

Research

Select a function

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VLC

Welcome

Course List

My Profile

My Transcript

My Training

Support Desk

FAQs

Surveys

Teaming Center

Administration

System
Requirements

User Directory

Library

Tutorials

Log Out

COURSE LIST

Topic: All

Keywords:

All Words

Search

Welcome to the AFCEA online course catalog. To search the course catalog, enter the [search criteria](#) and then click **Search**. To view information on a course, click on the Information icon . To enroll in an online course, click on the course title. To enroll in an online section or a classroom course, click the Information icon to display the section list and then click the Enroll link next to the section in which you wish to enroll.

Note: If the section you wish to enroll is full, you may click the Waitlist link to be added to the waiting list for the course. When a space

8 3E4X1 - Utilities Systems

5 3E4X2 - Liquid Fuel Systems Maintenance

3 3E4X3 - Pest Management

7 3E5X1 - Engineering

10 3E7X1 - Fire Protection

6 3E8X1 - Explosive Ordnance Disposal (EOD)

9 3E9X1 - Emergency Management

5 AFTR Training

8 Air Force Emergency Management Training

1 Air Force Environmental Courses

Click on the "+" box in front of this entry to expand the "Emergency Management" menu

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VLC

Welcome
Course List
My Profile
My Transcript
My Training
Support Desk
FAQs
Surveys
Teaming Center
Administration
System Requirements
User Directory
Library
Tutorials
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COURSE LIST

Topic: Keywords:



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10  **3E7X1 - Fire Protection**

-  [ACES: Fire Department \(FD\) Web-Based Training](#) [Online]
-  [Firefighter B2 Aircraft Familiarization - Downloadable Course](#) [Online]
-  [Firefighter C130 Aircraft Familiarization - Downloadable Course](#) [Online]
-  [Firefighter C17 Aircraft Familiarization - Downloadable Course](#) [Online]
-  [Firefighter C5 Aircraft Familiarization - Downloadable Course](#) [Online]
-  [Firefighter F15 Aircraft Familiarization - Downloadable Course](#) [Online]
-  [Firefighter F16 Aircraft Familiarization - Downloadable Course](#) [Online]
-  [Firefighter Injury Prevention Course](#) [Online]
-  [HazMat Awareness Downloadable Course](#) [Online]
-  [Palmtop Emergency Action for Chemicals \(PEAC\) software Downloadable Course](#) [Online]

This is the course you need...,"HazMat Awareness Downloadable Course." Click on this.

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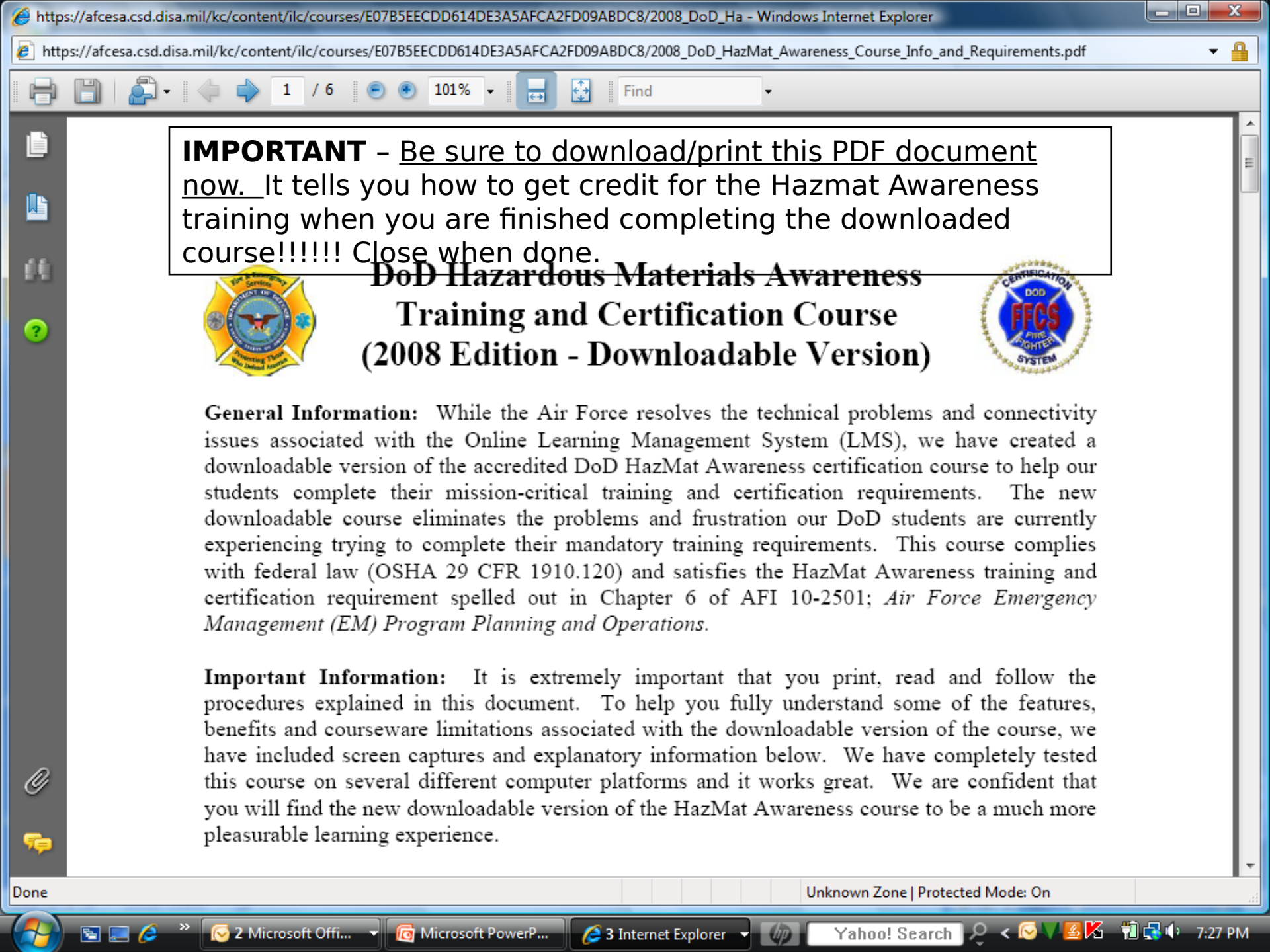
HazMat Awareness Downloadable Course

This course is to train and certify on how to recognize the presence of hazardous materials, methods to protect yourself, ways to call for trained personnel, how to secure the area, and critical information on emergency response to terrorism. This training satisfies training requirements in AFI 10-2501 Table 6.2, DoD Manual 6055.6, National Fire Protection Association Standard 472, and with the exception of meeting specific state and local requirements, complies with Federal Regulations (29 CFR

HazMat Awareness Downloadable Course

✓ [INFO Requirements and Instructions](#)
[INFO Download Course](#)

This screen is what you should now see. **Click here first to view PDF files that gives important information you need!**



IMPORTANT - Be sure to download/print this PDF document now. It tells you how to get credit for the Hazmat Awareness training when you are finished completing the downloaded course!!!!!! Close when done.



DoD Hazardous Materials Awareness Training and Certification Course (2008 Edition - Downloadable Version)



General Information: While the Air Force resolves the technical problems and connectivity issues associated with the Online Learning Management System (LMS), we have created a downloadable version of the accredited DoD HazMat Awareness certification course to help our students complete their mission-critical training and certification requirements. The new downloadable course eliminates the problems and frustration our DoD students are currently experiencing trying to complete their mandatory training requirements. This course complies with federal law (OSHA 29 CFR 1910.120) and satisfies the HazMat Awareness training and certification requirement spelled out in Chapter 6 of AFI 10-2501; *Air Force Emergency Management (EM) Program Planning and Operations*.

Important Information: It is extremely important that you print, read and follow the procedures explained in this document. To help you fully understand some of the features, benefits and courseware limitations associated with the downloadable version of the course, we have included screen captures and explanatory information below. We have completely tested this course on several different computer platforms and it works great. We are confident that you will find the new downloadable version of the HazMat Awareness course to be a much more pleasurable learning experience.

SCORM Course Window :: M2 - Windows Internet Explorer provided by DOIM, Ft. Leonard Wood, MO

Close this window to return.

HazMat Awareness Downloadable Course

This course is to train and certify on how to recognize the presence of hazardous materials, methods to protect yourself, ways to call for trained personnel, how to secure the area, and critical information on emergency response to terrorism. This training satisfies training requirements in AFI 10-2501 Table 6.2, DoD Manual 6055.6, National Fire Protection Association Standard 472, and with the exception of meeting specific state and local requirements, complies with Federal Regulations (29 CFR

HazMat Awareness Downloadable Course

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Read the information above and then close the box when finished.

Done

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- [Welcome](#)
- [Course List](#)
- [My Profile](#)
- [My Transcript](#)
- [My Training](#)
- [Support Desk](#)
- [FAQs](#)
- [Surveys](#)
- [Teaming Center](#)
- [Administration](#)
- [System Requirements](#)
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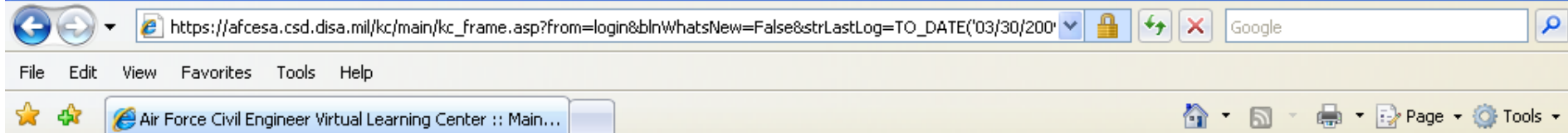
This course is to train and certify on how to recognize the presence of hazardous materials, methods to protect yourself, ways to call for trained personnel, how to secure the area, and critical information on emergency response to terrorism. This training satisfies training requirements in AFI 10-2501 Table 6.2, DoD Manual 6055.6, National Fire Protection Association Standard 472, and with the exception of meeting specific state and local requirements, complies with Federal Regulations (29 CFR 1910.120q). Students who complete this training will become DoD certified and entered into the www.dodffcert.com website database.

Date Updated: 9 January 2009

Target Audience: DoD employees who must satisfy mandatory training and certification requirements required in AFI 10-2501 and DoD Manual 6055.6.

Frequency: This is a one-time training and certification requirement. However, students are required to demonstrate competency or maintain proficiency at

Read this again as you scroll to the bottom of the page





Virtual Learning Center

MY ETR | Glossary | Feedback | Notepad | Research |

VLC

- Welcome
- Course List
- My Profile
- My Transcript
- My Training
- Support Desk
- FAQs
- Surveys
- Teaming Center
- Administration
- System Requirements
- User Directory
- Library
- Tutorials
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developed in response to system difficulties with the ADLS/VLC systems. This course is large at 80 MB, do NOT attempt to download unless connected using a LAN or broadband connection.

Downloading this course package does NOT constitute completion of the course. You will NOT receive credit within the ADLS/VLC system for completing this off-line course, your only proof of completion will be the student data which will be accessible once the entire course is completed. Ensure you follow instructions for forwarding student data for certification per the instructions provided under the requirements and instructions link.

Select the "Take Course" button to begin the course described above, or click "Return to Course List" to go back to the online course listing.

NOTICE - If you have a pop-up blocker on, the course won't launch. Please allow pop-ups from this site to take your course.

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Pay special attention to this

Now click on this

Download Course

Download and Installation Instructions for Courseware

1. Download [this file](#) to your harddrive by right-clicking it and choosing SAVE TARGET AS.
2. Once the file is finished downloading, go to the location where it was downloaded and unzip it.
 - o Windows XP users, right-click on the file and choose EXTRACT ALL from the options.
 - o The ZIP file includes the installation program, as well as the Requirements document (as an Acrobat Reader file).
3. Select Run from your Windows Start menu, and browse to [Install_HazMat_Awareness.EXE](#). Click on it. You may need to have POWER USER or ADMINISTRATOR rights on the machine that you are loading this on.
4. Follow the instructions in the installation program.

Things are pretty self explanatory from this point. You need to download a large zipped file and then unzip it. Unzipped it will be the EXE file mentioned above to install the program on your computer. Earlier you were supposed to save a PDF file that explains how to get credit for this course once you pass the exam. See slide 19. Take this serious and pass the exam – you will simplify your time on HazMat to complete Awareness level training & testing before coming to the USACBRNS. If you fail, you will have to test again here at the USACBRNS.